



STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES  
P. O. BOX 119  
HONOLULU, HAWAII 96810-0119

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COMPTROLLER  
OFFICE

COMPTROLLER'S MEMORANDUM NO. 1998-34

TO: Heads of Departments

ATTN: Payroll Offices

SUBJECT: Payroll Change Schedule Due Dates for Calendar Year 1999

The attached "Payroll Change Schedule Due Dates for Calendar Year 1999" lists the submittal deadlines for payroll change schedules of each payroll period in 1999. The attached "schedule" should be closely followed.

<u>Type of</u> <u>Payroll Change Schedule</u>	<u>Submittal Deadline</u> <u>to DAGS Central Payroll</u>
Regular	The 2nd work day of the pay period in which payment action occurs, by 4:00 p.m.
Hourly	The 6th work day before pay day when payment action occurs, by 12:00 noon.
Fringe	The 6th work day before pay day when payment action occurs, by 12:00 noon.
Supplemental	The 6th work day before pay day when payment action occurs, by 12:00 noon. Supplemental payrolls submitted <u>after this deadline must have prior approval from the Central Payroll Supervisor.</u> (This procedure is to ensure that all payroll change schedules are properly recorded and submitted to Data Entry in a timely manner.) In all cases, an "approved" personnel action must be provided (via OFIS, or copy of the manually prepared Form 5) in order for DAGS Central Payroll to perform its audit.

Schedule changes to the above deadlines have been made for the following reasons:

1. Due dates for "short pay periods consisting of less than ten actual work days are one day earlier.
2. Due dates for pay periods when "Pay Raise Change Schedules" are submitted require additional auditing and processing time because of special procedural instructions.
3. Hourly and Fringe due dates for pay periods consisting of eleven or more work days are one day earlier to give ICSD staff additional processing time.

When the payrolls are "in balance", the "Turnaround Payroll Change Schedules" will be released to departmental and agencies on the 4th work day prior to the BU 07 pay day of the previous payroll period. If you wish to have the "Turnaround Payroll Change Schedules" picked up or "specially-handled", please contact Ms. Eleanor Kaaina, Supervisor of the Clerical Section, at 586-0650.

  
RAYMOND H. SATO  
State Comptroller

Attachment

**PAYROLL CHANGE SCHEDULE DUE DATES FOR CALENDAR YEAR 1999**

Actual Pay Date	Pay Period Ending (Date Earned)	No. of Work Days in Pay Period	No. of Holidays (Dates)	No. of Work Days in Month	Regular PCS Due Dates (4:00 pm)	*Alternate Time for PCS	Hourly/ Fringe PCS Due Dates (12 noon)
01/05/99	12/31/98	12	1 (12/25/98)	23	12/17/98		12/21/98
01/20/99	01/15/99	11	1 (01/01/99)		01/05/99		01/07/99
02/05/99	01/31/99	10	1 (01/18/99)	21	01/19/99*	8:00 AM Reg/Hr/Fr	01/21/99*
02/19/99	02/15/99	11	1 (02/15/99)		02/02/99		02/04/99
03/05/99	02/28/99	9		20	02/16/99*	8:00 AM Reg/Hr/Fr	02/18/99*
03/19/99	03/15/99	11			03/02/99		03/04/99
04/05/99	03/31/99	12	1 (03/26/99)	23	03/17/99		03/19/99
04/20/99	04/15/99	11	1 (04/02/99)		04/05/99		04/07/99
05/05/99	04/30/99	11		22	04/19/99		04/21/99
05/20/99	05/15/99	10			05/04/99		05/06/99
06/04/99	05/31/99	11	1 (05/31/99)	21	05/18/99		05/20/99
06/18/99	06/15/99	11	1 (06/11/99)		06/02/99		06/04/99
07/02/99	06/30/99	11		22	06/17/99		06/21/99
07/20/99	07/15/99	11	1 (07/05/99)		07/02/99		07/07/99
08/05/99	07/31/99	11		22	07/19/99		07/21/99
08/19/99	08/15/99	10			08/03/99		08/05/99
09/03/99	08/31/99	12	1 (08/20/99)	22	08/17/99		08/19/99
09/20/99	09/15/99	11	1 (09/06/99)		09/02/99		09/07/99
10/05/99	09/30/99	11		22	09/17/99		09/21/99
10/20/99	10/15/99	11			10/04/99		10/06/99
11/05/99	10/31/99	10		21	10/19/99		10/21/99
11/19/99	11/15/99	11	1 (11/11/99)		11/02/99		11/04/99
12/03/99	11/30/99	11	1 (11/25/99)	22	11/17/99		11/19/99
12/20/99	12/15/99	11		23	12/02/99		12/06/99

Short Pay Cycle: 02/05/99, 03/05/99